

THE TULALIP TRIBES
Community Services
On-call Kitchen Help

Note: Sections in box are minimum requirements that all applicants must have to be considered for this job.

These requirements must be stated on your application to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tribal Job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED equivalent **required (attach copy)**

OTHER REQUIREMENTS:

☐ **Must have valid food handlers card required (attach copy)**

Physical Characteristics and/or Prerequisites

☐ Stamina to sit, stand and/or walk for prolonged periods of time

☐ Must be able to lift 25 lbs.

☐ Must be able to bend, lift and stoop on a frequent basis.

☐ Must be able to tolerate the use of cleaning solutions.

Tribal Department: Community Services

Employee Classification: Non-Exempt

Employee Reports To: Community Services Coordinator or designee

Extent of Job Authority: Perform duties in accordance to standard operating procedures

Assistant Cook/Kitchen Help

Experience:

☐ Must have one to two (1-2) years experience working with kitchen equipment.

☐ Must have one to two (1-2) years experience in prep work, food and supplies ordering, cooking and serving for large groups.

Specific Duties Performed:

1. Assist head cook with prep work and cooking of meals.
2. Serves food and replenishes serving dishes for tables.
3. Stores leftovers.
4. Set up of facility.
5. Assist with clean up of kitchen.
6. Fills in for Community Services Coordinator when necessary.
7. Performs any other duties needed as directed by Community Services Coordinator or designee
8. Performs all duties in a respectful manner.

Job Summary: Assist Head Cook with prep work and cooking of meals.

Pay Range: Tribal Function & Non-Tribal Function
Up to 49 guests \$150.00 per day
50-149 guests \$200.00 per day
More than 150 guests \$250.00 per day

Waiter/Waitress

Experience:

☐ Must have some experience working with the general public.

☐ Must have ability to perform duties as directed.

Specific duties Performed:

1. Set tables at direction of dining Room Manager or Assistant Cook.
2. Distribute food and beverage items before and throughout event.
3. Clean up tables after event.
4. Assist with any other duties needed as directed by Community Services Coordinator or designee
5. Perform all duties in respectful manner.

Job Summary: Set up, serves, and cleans up at tribal and/or non-tribal events.

Pay Range: Tribal Functions
Up to 149 guests \$100.00 Per Day
More than 150 guests \$150.00 Per Day
Non-Tribal Functions
Flat rate of \$100.00 Per Day

Head Cook

Experience:

- [] Must have Three to Five (3-5) years experience working with kitchen equipment.
- [] Must have Three to Five (3-5) years experience in kitchen prep work, cooking and serving for large groups.

Specific duties Performed:

1. Plans meals, order food and supplies with Community Services, Coordinator for each event.
2. Preps and cooks meals.
3. Keeps basic inventory.
4. Checks to ensure quantity and quality are satisfactory.
5. Ensures leftovers are properly stored and distributed.
6. Ensures kitchen is ready for next event.
7. Directs staff in set up and clean up of facility.
8. Performs duties in a respectful manner.

Job Summary: Prepares, cooks, and plans meals for tribal and/or non-tribal events.

Pay Range:

Tribal Functions

Up to 250 guests \$250.00 Per Day
More than 250 guests \$300.00 Per Day

Non-Tribal Functions

Up to 49 guests \$150.00 Per Day
50 to 149 guests \$200.00 Per Day
More than 150 guests \$250.00 Per Day

Fish Cook

Experience:

- [] Must have one to two (1-2) years experience cooking and cleaning fish for large groups.

Specific Duties Performed:

1. Cleans and fillets salmon.
2. Starts and maintains fires.
3. Cooks fish over open fire.
4. Cleans up barbeque area.
5. Assists with other duties as directed by Community Services Coordinator or designee

Job Summary: Clean, prepare and cook salmon for tribal and/or non-tribal events.

Pay Range:

Tribal Function

Up to 250 guests \$300.00 Per Day
More than 250 guests \$750.00 Per Day

Non-Tribal Function

Up to 149 guests \$300.00 Per Day
More than 150 guests \$500.00 Per Day

Dining Room Manager *(This position is only required for Tribal events serving over 250 guests)*

Experience:

- [] Must have one to two (1-2) years experience working with kitchen equipment.
- [] Must have one to two (1-2) years experience in kitchen prep work, cooking and serving for large groups.

Specific Duties Performed:

1. Ensures that wait staff sets tables correctly.
2. Ensures that food is served promptly and properly.
3. Assist with clean up of tables after event.
4. Assist in kitchen when needed.
5. Performs any other duties as directed by the Community Services Coordinator designee

Job Summary: Assist in kitchen as needed, supervises wait staff.

Pay Range:

250 Guests or more \$200.00 Per Day.

Please return your completed application with required attachments to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686

An on-call employee is temporarily employed on an hourly basis; whose name is kept on a list of on-call employees; who may be called in as needed to fill vacancies due to call ins, employees on leave, temporary work, or other reasons; who is not guaranteed a minimum number of work hours in any given work week; who upon accepting employment must comply with all provisions of this Ordinance; who is entitled to employee benefits only if the job description for the particular on-call position into which the employees is hired specifically provides for employee benefits for on-call employees; who is qualified for the on-call position in which the employee is employed; and who shall not have a right to the grievance process under this Ordinance. An on-call employee may be dismissed for justified cause or released when on-call work is no longer needed.

